

Reply to a Discussion Thread

Overview

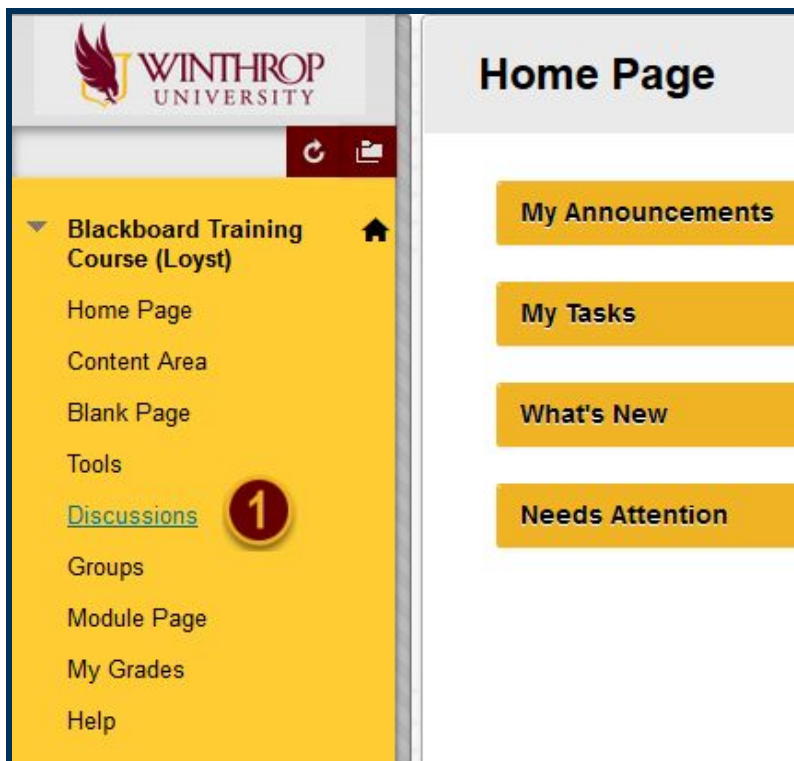
This tutorial will explain how to **Reply** to a **Discussion Thread**. A Reply, also called a Discussion Post, is a personal comment or reflection on the topic introduced in a Discussion Thread. You can Reply to someone else's Discussion Thread, or you can [Create a Discussion Thread](#) of your own and have others Reply to it. You can even Reply to Replies.

Quick Steps

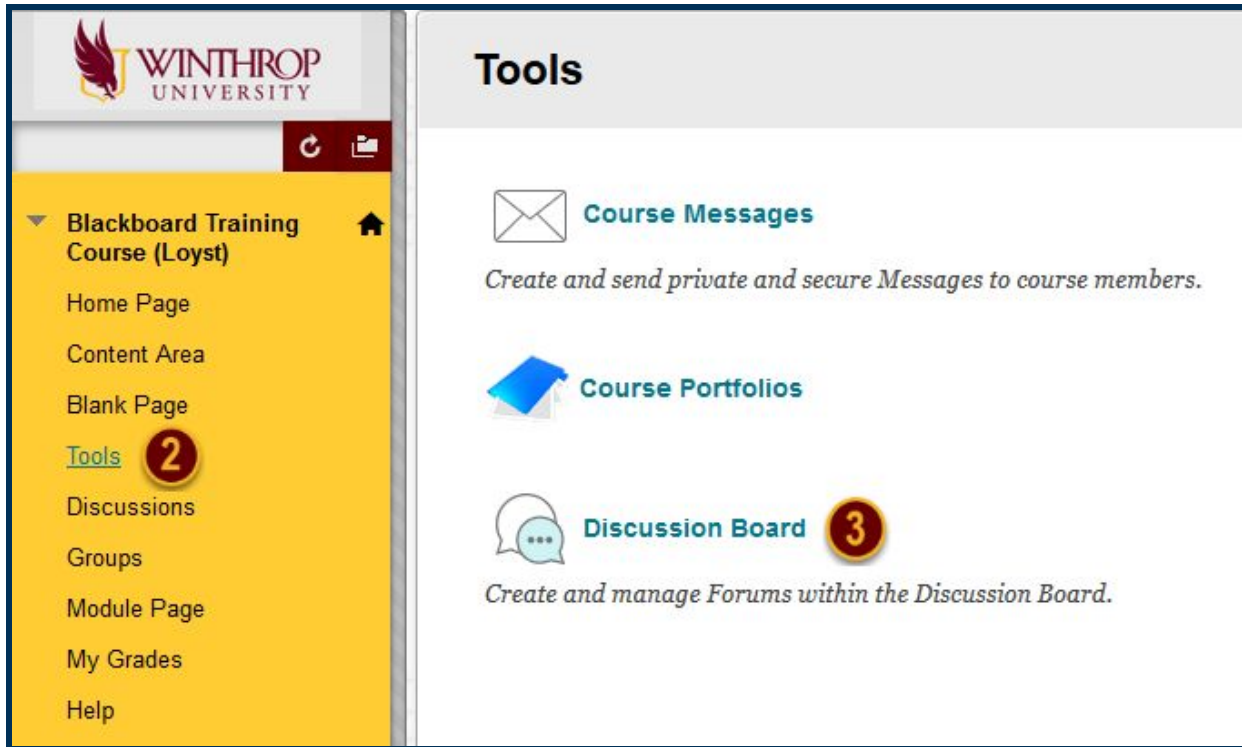
Course Menu > Discussions > Select Forum

Step 1

To Reply to a Discussion Thread, you must first access the Discussion Board page. From the Course Home Page, click *Discussions* [1] on the Course Menu.



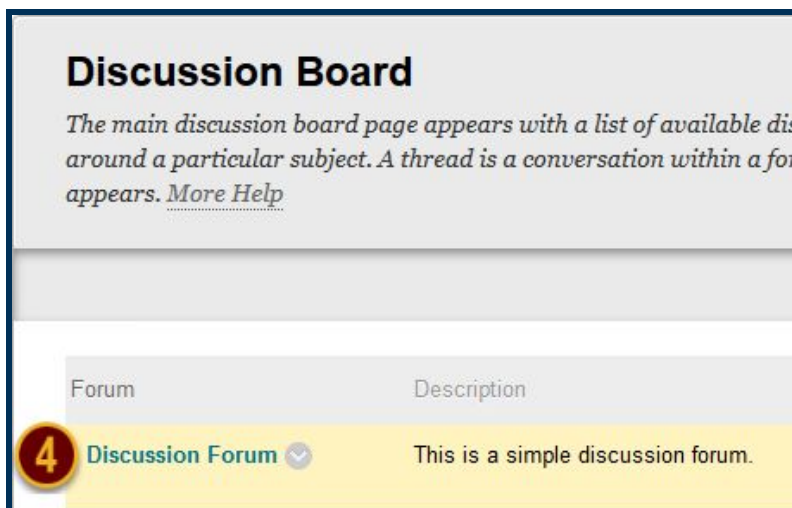
If you do not see a *Discussions* option on the Course Menu, click on *Tools* [2] instead, and then select the "Discussion Board" option [3].



The screenshot shows the Blackboard interface for a course. On the left is a yellow navigation menu with the following items: Blackboard Training Course (Loyst), Home Page, Content Area, Blank Page, Tools (with a red circle containing the number 2), Discussions, Groups, Module Page, My Grades, and Help. On the right is a grey header titled "Tools" containing three options: "Course Messages" (with an envelope icon and the description "Create and send private and secure Messages to course members."), "Course Portfolios" (with a blue book icon), and "Discussion Board" (with a speech bubble icon, a red circle containing the number 3, and the description "Create and manage Forums within the Discussion Board.").

Step 2

Select the Discussion Forum where you want to Reply by clicking on the Forum title beneath the *Forum* column [4].

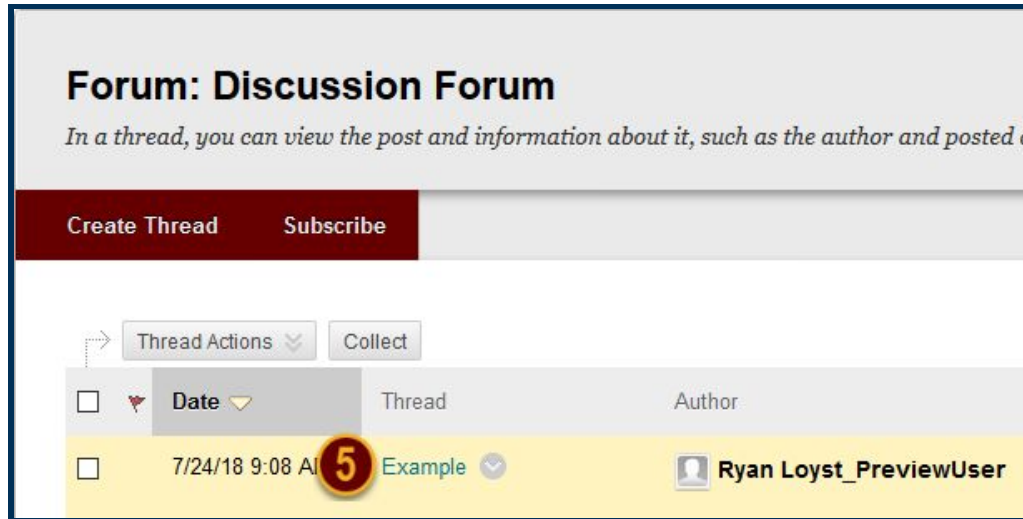


The screenshot shows the "Discussion Board" page. At the top, it says "Discussion Board" and provides a brief explanation: "The main discussion board page appears with a list of available discussions around a particular subject. A thread is a conversation within a forum that appears. [More Help](#)". Below this is a table with two columns: "Forum" and "Description". The first row in the table is highlighted in yellow and contains the text "Discussion Forum" with a dropdown arrow next to it, and "This is a simple discussion forum." A red circle with the number 4 is placed over the "Discussion Forum" text.

Forum	Description
Discussion Forum	This is a simple discussion forum.

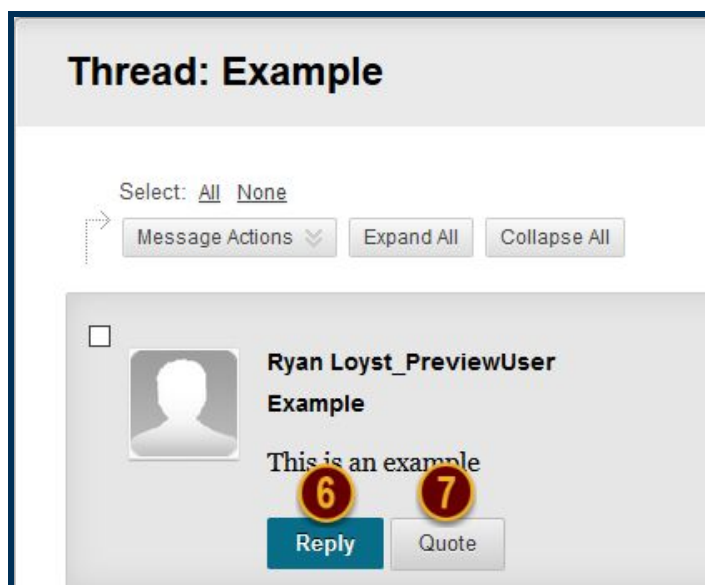
Step 3

Select the Discussion Thread where you want to Reply by clicking on the Thread title beneath the *Thread* column [5].



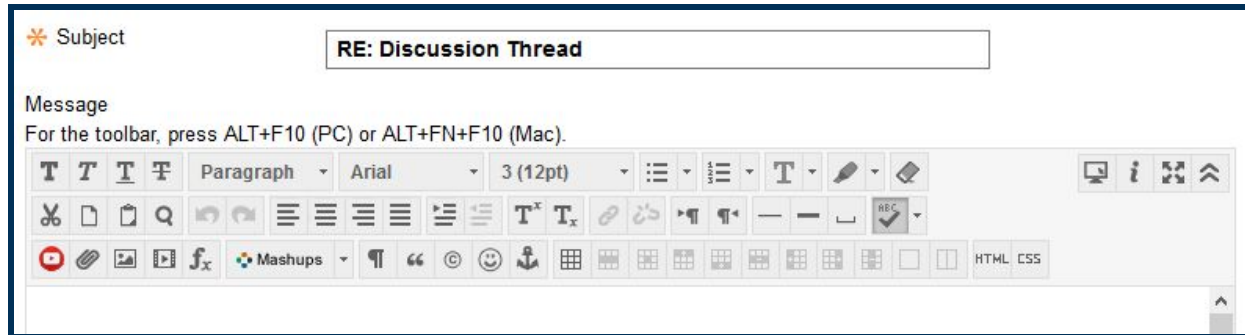
Step 4

On the Thread page, click the *Reply* button [6] located at the end of the original Thread post. If you want to quote the original writer, click the *Quote* button [7]. Quotes can be useful if there are many discussion posts so that the original poster knows you are talking with them directly.



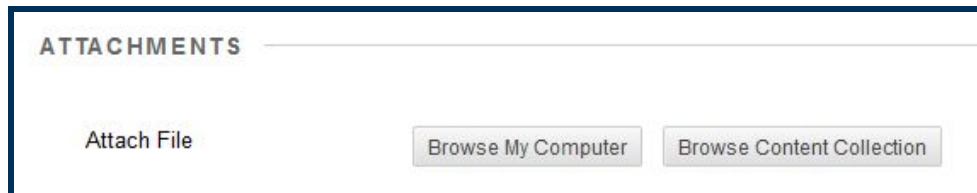
Step 5

A Content editor will open below the Thread. Type a subject for your Reply in the Subject field. The Message editor, like all Content editors, contains typical word processing tools which will allow you to add text, tables, media, or web links, if needed. [Learn more about Content editors.](#)



Step 6

Use the Attachments section to attach any files you need to include in your Discussion Thread.



Step 7

If you need to stop writing for any reason, use the *Save Draft* button to create a temporary file that can be returned to later. If you are finished creating your Reply, click the *Submit* button.



Step 8

Your Reply will appear on the Thread page below the original Thread post.